

NHDOT

FULL-TIME CAREER OPPORTUNITIES AVAILABLE

**Highway Maintainer III Positions
Positions Available Statewide
Apply Online to Mass Recruitment Posting**

Job ID # 18420

**See Attached Sheet for more information on how to
apply to this specific posting.**

**Once your application is received you will be
contacted regarding what positions are available in
your geographic area.**

How to Submit An Employment Application

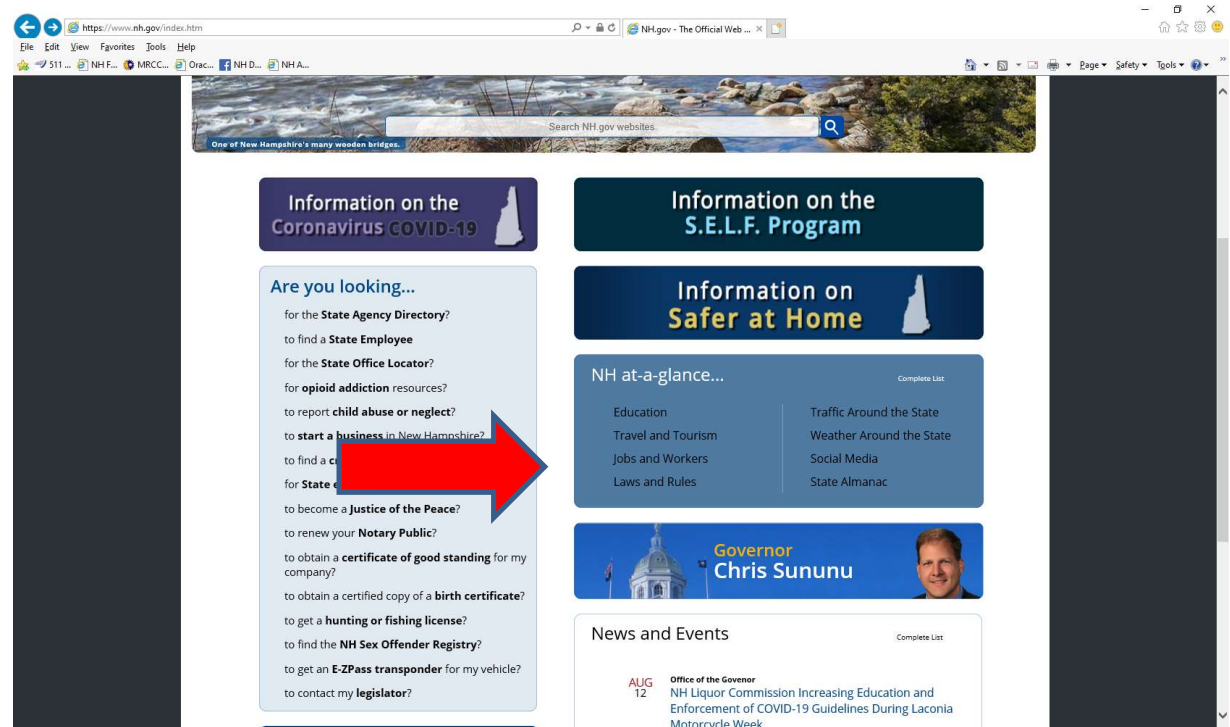
As of February 1, 2020 paper submissions to Patrol Sheds or District Offices will NOT be accepted.

ONLY ON-LINE SUBMISSIONS WILL BE ACCEPTED
APPLICATIONS MUST BE SUBMITTED **PRIOR TO MIDNIGHT OF THE CLOSING**
DATE OF THE POSTING

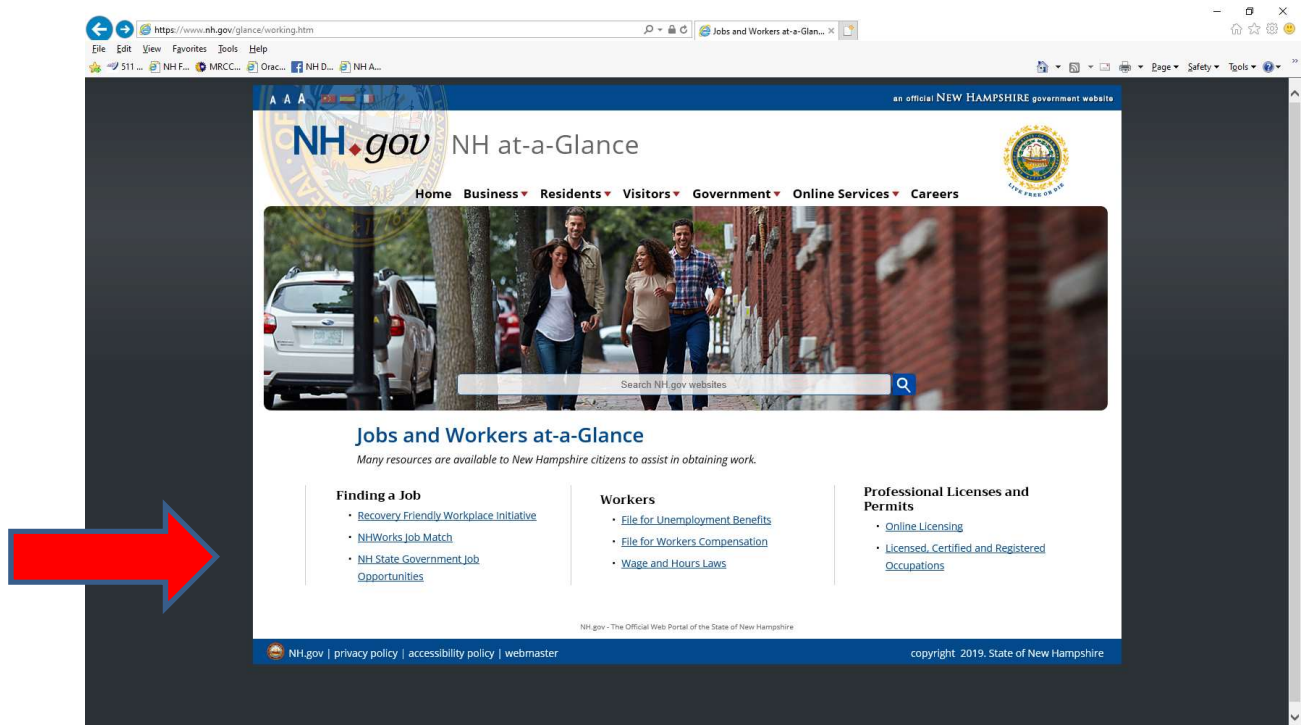
Applications accepted via the State Website

Online at <https://das.nh.gov/jobsearch/>

Go to www.nh.gov website and click on **“Jobs and Workers”**



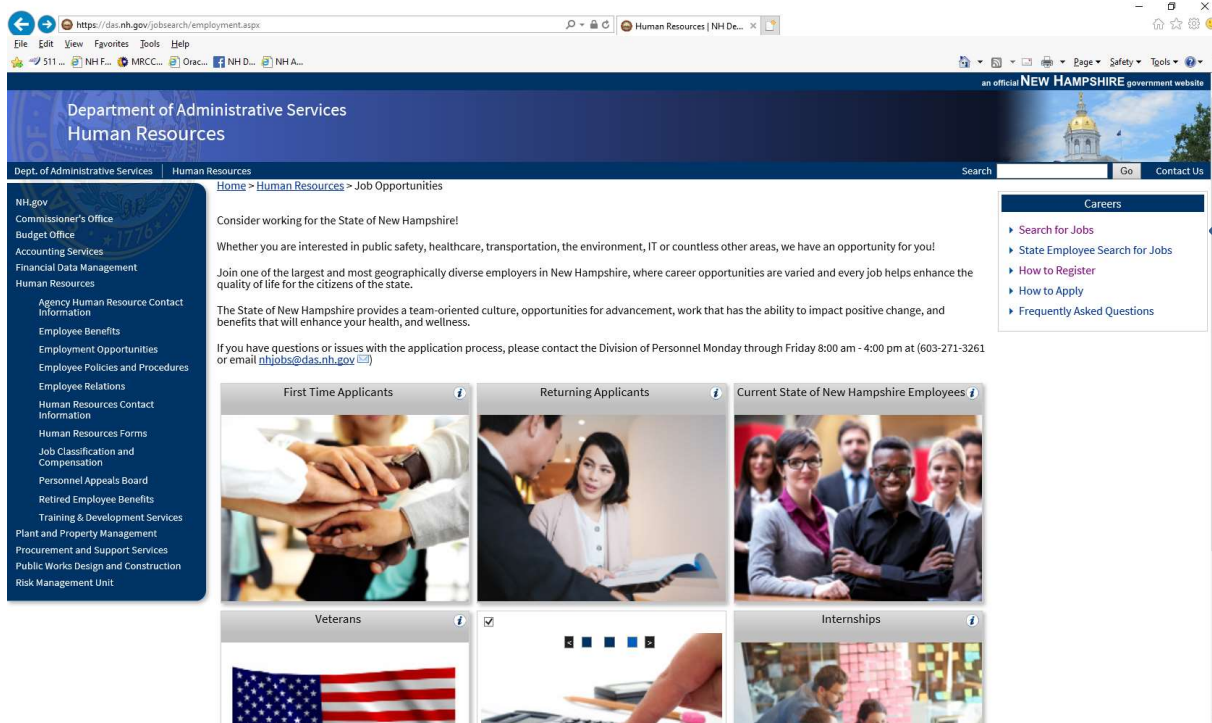
Click on **“NH State Government Job Opportunities”**



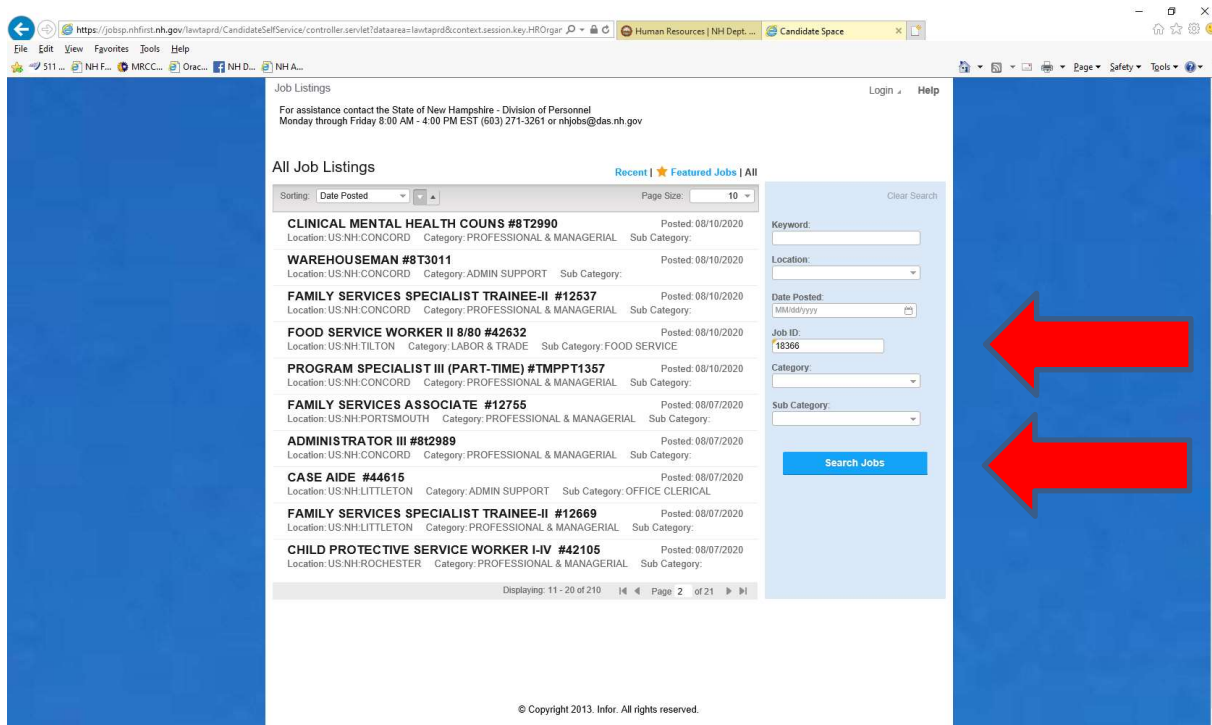
If you have not created a “Profile”, click on the **“How To Register”** tab at the bottom of the screen.

Once you have Registered for the online application portal and successfully set up your “Profile” you should follow the steps outlined below to apply for the Statewide Highway Maintainer III positions.

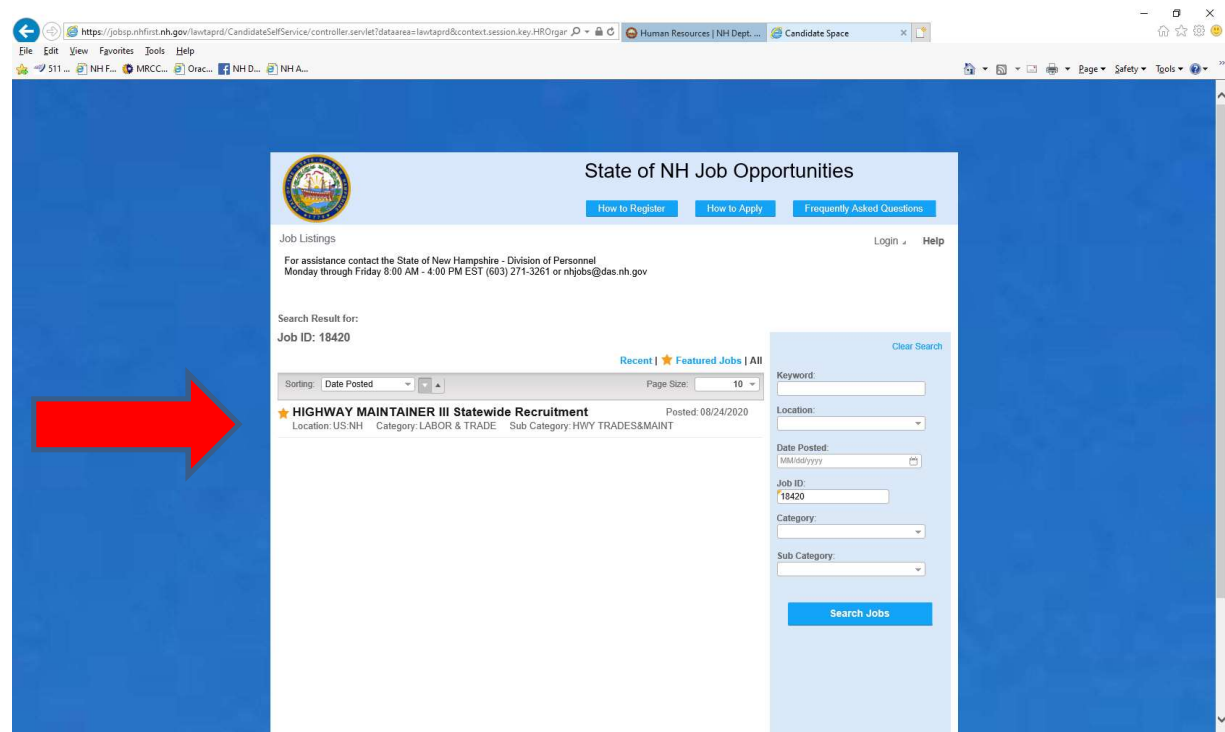
Click “**Search for Jobs**”



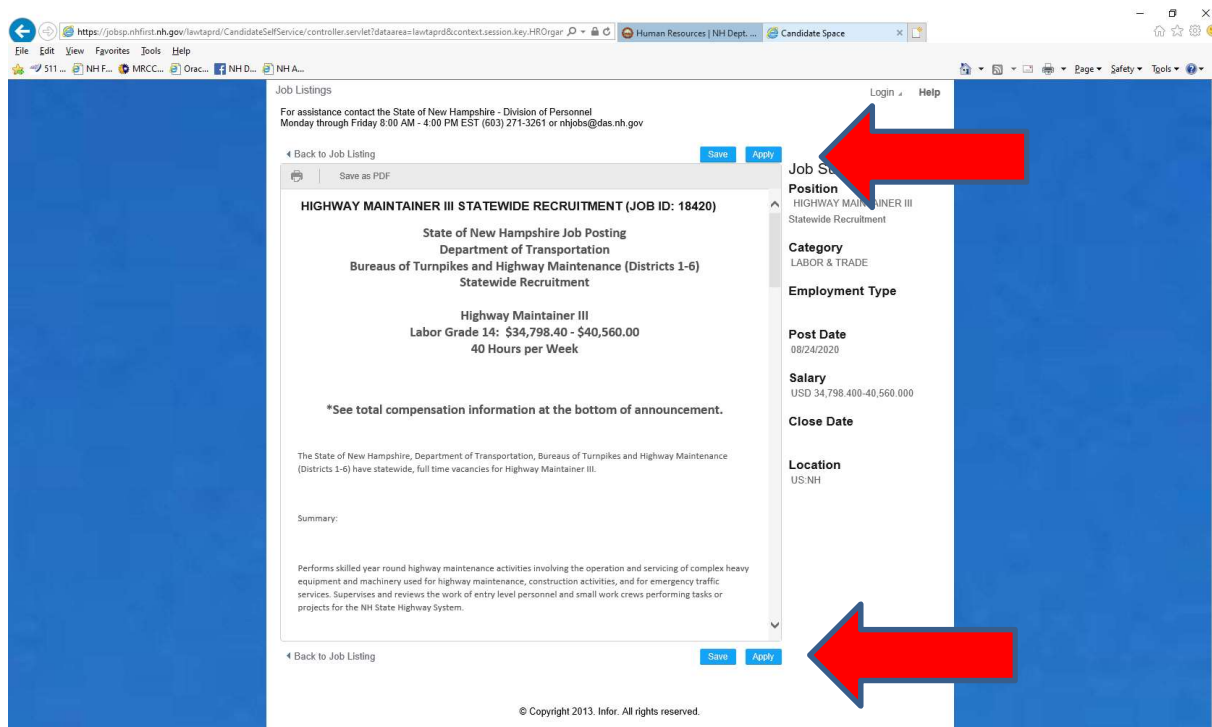
Enter Job ID # (18420) from the cover sheet and click “**Search Jobs**”



Double click on the line that shows the Posting Information



Scroll to the bottom of the **Description** page and click on “**Apply**” at either location



Enter your Login information

The screenshot shows a web browser window with the URL <https://jobsp.nh.gov/lawtaprd/CandidateSelfService/controller.servlet?dataarea=lawtaprd&context.session.key.HR0rgar>. The page title is "Job Listings". A login modal is open on the right side of the screen. The modal has a "Welcome" header and fields for "Email Address" and "Password". There is a "Forgot your password?" link and a "Login" button. Below the login fields, there is a "New User" section with a "Register" button. The background page shows a job listing for "HIGHWAY MAINTAINER III STATEWIDE RECRUITMENT (JOB ID: 18420)". The job details include: State of New Hampshire Job Posting, Department of Transportation, Bureaus of Turnpikes and Highway Maintenance (Districts 1-6), Statewide Recruitment, Highway Maintainer III, Labor Grade 14: \$34,798.40 - \$40,560.00, 40 Hours per Week. A note says "*See total compensation information at the bottom of announcement." The summary section describes the job duties: "Performs skilled year round highway maintenance activities involving the operation and servicing of complex heavy equipment and machinery used for highway maintenance, construction activities, and for emergency traffic services. Supervises and reviews the work of entry level personnel and small work crews performing tasks or projects for the NH State Highway System."

Indicate your agreement and then click **Continue**

The screenshot shows the "Application" page for the "HIGHWAY MAINTAINER III STATEWIDE RECRUITMENT". The page has a header with the "State of NH Job Opportunities" logo and navigation links: "How to Register", "How to Apply", and "Frequently Asked Questions". Below the header, there are tabs for "Job Listings", "My Profile", "My Saved Jobs", and "My Applications". The "My Applications" tab is selected, showing a progress bar with steps: "Consent", "Questions", "Acknowledgement", "Information", "Review Profile", and "Submit". The "Consent" step is currently active. Below the progress bar, there is a section titled "State of New Hampshire" with a welcome message: "Welcome to the State of New Hampshire's Career Center." and a statement: "The State of New Hampshire is an equal opportunity employer. Discrimination on the basis of age, sex, race, color, marital status, physical or mental disability, religious creed, national origin, sexual orientation, gender identity, gender expression is strictly prohibited." At the bottom of the page, there is a checkbox labeled "I Agree" which is checked. To the right of the checkbox are "Cancel" and "Continue" buttons. Red arrows point to the "I Agree" checkbox and the "Continue" button.

Complete all the questions and click “**Continue**” button at the bottom of the page

The screenshot shows the 'State of NH Job Opportunities' application page. The user is currently in the 'Questions' section of the application process. The page header includes the state seal and navigation links like 'How to Register', 'How to Apply', and 'Frequently Asked Questions'. Below the header, there's a section for 'Job Listings', 'My Profile', 'My Saved Jobs', and 'My Applications'. A contact information box for the State of New Hampshire - Division of Personnel is also present. The main content area is titled 'Application' and features a progress bar with steps: 'Consent', 'Questions' (current), 'Acknowledgement', 'Information', 'Review Profile', and 'Submit'. The 'Questions' section contains six numbered questions with radio button options for 'Yes' and 'No'. A callout box on the right indicates the job being applied for: 'HIGHWAY MAINTAINER III Statewide Recruitment'.

State of NH Job Opportunities

How to Register How to Apply Frequently Asked Questions

Job Listings My Profile My Saved Jobs My Applications Caleb Dobbins Help

For assistance contact the State of New Hampshire - Division of Personnel
Monday through Friday 8:00 AM - 4:00 PM EST (603) 271-3261 or nhjobs@das.nh.gov

Application

Job applying to:
HIGHWAY MAINTAINER III
Statewide Recruitment

Consent Questions Acknowledgement Information Review Profile Submit

1. Do you have the legal right to accept employment in the United States? *

☐ Yes ☐ No

2. Have you ever been convicted of a crime (felony or misdemeanor) that has not been officially annulled by a court? If yes, you must complete the following section. To the best of your ability, provide the date, location and nature of the felony or misdemeanor conviction. Please Note: Conviction is not an automatic disqualifier for employment. Each case is considered individually. Willful omission or misrepresentation of required information will be a basis for rejection of your application. *

☐ Yes ☐ No

3. Are you currently or have you ever been a member of the New Hampshire Army or Air National Guard? *

☐ Yes ☐ No

4. Do you possess a high school diploma or high school equivalency credential? *

☐ Yes ☐ No

5. Do you possess two years of experience in the operation of motorized highway equipment? *

☐ Yes ☐ No

6. Do you possess a valid Commercial Driver's License, Class A (CDL-A) with appropriate tank endorsement? If yes, please specify all endorsements and all restrictions. *

Indicate your agreement and then click “**Continue**”

This screenshot shows the 'Acknowledgement' section of the application process. The progress bar now highlights 'Acknowledgement'. The main text area contains an affirmation statement that the user must read and agree to. At the bottom, there is a checkbox labeled 'I Agree' which is currently unchecked. A large red arrow points to this checkbox from the left. To the right of the checkbox, there are 'Cancel' and 'Continue' buttons. Another large red arrow points to the 'Continue' button from the right. The rest of the page layout, including the header and navigation, remains the same as in the previous screenshot.

State of NH Job Opportunities

How to Register How to Apply Frequently Asked Questions

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Application

Job applying to:
HIGHWAY MAINTAINER III
Statewide Recruitment

Consent Questions Acknowledgement Information Review Profile Submit

I understand that in order for my application to be considered, the following Affirmation must be checked.

I certify the information provided in or attached to this application is complete, accurate and up-to-date as of the completion and submittal date. I certify that I have the legal right to accept employment in this state, and that I will produce, at or before the date of hire, proof of that right to accept employment. I further certify that there are no willful misrepresentations contained in my electronic application and the answer to the questions herein, and that I have made no omissions of material fact with respect to any of my answers to the questions presented. I understand that if an investigation should disclose such misrepresentations or omissions, my application may be rejected. Finally, I understand that if I should be employed at the time of such investigation and discovery, my service may be immediately terminated. I understand that I may be required to sign a facsimile of this form before I may begin employment in this or any other position.

By checking this box, you are certifying that you have read and agree to the Affirmation statement

☐ I Agree

Cancel or Continue

Fill our information on this page as you desire and click **“Continue”** button at the bottom of the page

The screenshot shows a web browser window with the URL <https://jobsp.nhfirst.nh.gov/awtaprd/CandidateSelfService/In?stack=1&service=go&context.dataarea=awtaprd&context.aess>. The page is titled "Application" and is for the job "HIGHWAY MAINTAINER III Statewide Recruitment". A progress bar at the top shows the steps: Consent, Questions, Acknowledgement, Information (current), Review Profile, and Submit. The "Information" section contains the following text:

You may choose to identify your gender

☐ Withhold
☐ Female
☒ Male

Anti-Discrimination Notice. It is unlawful employment practice for an employer to fail or refuse to hire or discharge any individual with respect to that individual's terms and conditions of employment, because of such individual's race, color, religion, sex, or national origin.

This employer is subject to certain nondiscrimination and affirmative action recordkeeping and reporting requirements. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable federal laws, executive orders, and regulations, including those which require information to be summarized and reported to the Federal Government for civil rights enforcement purposes.

If you choose not to self-identify your race/ethnicity at this time, if hired, the federal government will require this employer to determine this information by visual survey and/or other available information.

For civil rights monitoring and enforcement purposes only, all race/ethnicity information will be collected and reported in the seven (7) categories below. The definitions for each category have been established by the federal government. If you choose to voluntarily self-identify, you may choose only one of the boxes presented below.

Hispanic or Latino: a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

White: a person having origins in any of the original people of Europe, the Middle East, or North Africa.

Black or African American: a person having origins in any of the black racial groups of Africa.

Asian: a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Native Hawaiian or Other Pacific Islander: a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

A page that shows your Contact Information/Work Preferences/Talent Profile should then appear. You can choose to edit this information or simply click **“Continue”** button at the bottom of the page.

Answer how you heard about the Job Posting and click **“Submit”** button at the bottom

The screenshot shows the same web browser window, but the page has advanced to the "Submit" step. The progress bar now highlights the "Submit" button. The "Information" section contains the following text:

Almost finished! One last question...

How did you hear about us?:
Select a value

At the bottom of the page, there are two buttons: "Back" and "Submit". A large red arrow points to the "Submit" button. The footer of the page reads: "© Copyright 2013. Infor. All rights reserved."

Congratulations, you have now submitted your application
for the Statewide Mass Recruitment for a Highway
Maintainer III position. You should be contacted in the near
future about position availability at specific locations

